

PUB19 Edit content

Overview	Knowledge & understanding	Performance criteria
<p>This Standard is about making the author's message clear to the reader by editing content. It is also about understanding accessibility issues and current best practice in presenting complex information. It applies to editing all content, including text, tables, diagrams, images, bibliographies, interactive media, multimedia, and in typesetting, page make-up and cross-referencing, depending on what is in the brief for the work. It is relevant to all content, irrespective of the editing method (hard- or soft copy-editing) or publication process.</p>	<p>What you need to know</p> <ul style="list-style-type: none"> K1 The brief, schedule and budget for the job K2 The contractual specifications of extent and content K3 The production process being used K4 The nature and requirements of the market(s) for which the work is intended, and whether it is fit for purpose K5 The implications of slippage, and when and with whom to discuss schedule problems K6 The level of language and of knowledge of the intended audience K7 The house style of the organisation and the individual style of the publication including typographical, style conventions of content, and the templates and style sheets that should be applied K8 The grammar, punctuation and spelling of the language in which you are working K9 The nature and correct style of presentation of notes, references and bibliographies K10 How to interpret the brief about the extent to which you should check references, and how to do this K11 The conventions for editing page or content references, cross-referencing and bibliographies K12 Common editorial problems and errors encountered when editing, and how to address them K13 How to rectify implied discrepancies, errors, ambiguities and irrelevancies in content, structure and projected length of the finished work K14 Relevant guidelines, including best practice and guidance on accessibility and usability K15 The agreed guidelines on naming, formatting, structuring, encoding, marking up and indexing files K16 The appropriate file management procedures and techniques K17 How and when to amend or add metadata, and the metadata standard to be used 	<p>What you must be able to do</p> <ul style="list-style-type: none"> P1 Assess whether you can complete the editorial work to the required standard in the time and budget allocated, and take appropriate action if the schedule is not feasible P2 Ensure that all assets, including files and content elements, are present, and identify missing items, taking appropriate action to obtain them P3 Check that the material, and its metadata, encoding, markup and/or structure, complies with specifications, and notify the appropriate individuals of any deviations P4 Check that the files or content elements are named or numbered in accordance with the agreed conventions P5 Check that the material is in a format suitable for the production processes being used P6 Ensure a consistent editorial style and tone throughout, appropriate to the nature of the content and intended readership P7 Consistently and correctly apply house style, tags, templates and project style if relevant P8 Ensure that spelling, punctuation and grammar are appropriate P9 Mark and make the changes to content clearly and consistently in the most efficient manner for the production process to be used P10 Within the limits of your responsibility, ensure that content is accurate, structurally correct, consistent, logical, and correctly cross-referenced P11 Within the limits of your responsibility, ensure that the content complies with accepted guidelines

	<p>K18 Sources of information and reference materials</p> <p>K19 The benefits and limitations of using editing software, and how and when to use it</p> <p>K20 The limits of personal responsibility and authority for changes in relation to the author, developer, content provider, designer and commissioning editor</p>	<p>P12 Raise and resolve editorial queries with the author or other appropriate individuals</p> <p>P13 Follow the brief and complete your work on schedule and within budget</p>
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